

### **Step by step guide for Teachers:**

#### **Making it Easy for Teachers**

Everybody knows teachers are very busy, so we aim to take the stress out of setting this up. This kind of program is best suited to Grade 4, 5 or 6 students.

Step 1 - **Find an aged Care Facility** in your area, hopefully in walking distance.

Call your local council or use internet searches / yellow pages / white pages

Step 2 – **Make contact** via phone directly, or edit and send [this](#) introductory letter (you will need to download the intro letter directly from the website)

Phone is preferable usually, at least to find out who best to liaise with.

Explain who you are and ask for their 'Activity Coordinator' or 'Diversional Therapist.'

Step 3 – Decide together on **Date, Time and Venue** (usually within Aged Care Facility grounds)

Tips: Consider larger space required to accommodate wheelie walkers / wheelchairs etc  
Consider number of students to visit at a time:

Large space + many active Pops and Grannies = take whole class at once

Small space + less active Pops and Grannies = take small groups more often

Avoid early mornings (before 10:30am) to ensure residents are up and ready

Avoid lunch meal (usually midday) as these are not usually flexible for residents.

Step 4 – Organise Logistics / **Transport**.

If not able to walk students to Aged Care Facility consider bus / volunteer parent drivers.

Consider Student to Staff ratios and possible need for volunteer parent chaperones

Step 5 – Gain **consent** from parents (Parental Consent Form can be downloaded from this page)

Step 6 – Consider **Activities** for the visit (Potential Activities list [here](#))

Step 7 – **Brief** the children about aged care and nursing homes and what to expect  
(view pre-briefing topics for consideration [here](#))

Step 8 – Make it happen and enjoy it! **Take a camera!**

Tips: Large clear name tags or name stickers are a great idea for everyone

Let the local paper know your plan, sometimes good news stories are needed.